PHILIP MORRIS U.S.A. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y 10017

TO: Mr. Brian Mulligan

DATE: September 10, 1986

FROM: Georgia E. Cofield

SUBJECT: International Monthly Sales

I feel that we need to set up a meeting to discuss the manner and timing through which we receive the international data that your department gives us. We understand that Pat McBride is now responsible for getting us the data in a timely manner.

As we have a deadline of the second work day of the month in which to issue all our monthly reports, we would be most appreciative if we could receive your International data no later than the next to the last workday of each month.

- We are informed that your month officially closes on the 25th, thus I do not foresee any problem with your meeting this deadline.
- Despite this we have received this data as late as the second workday and only then, after we have inquired about it.
- Once we get your figures, they have to be manually input into our sales analysis system.

In the past, there have been some discrepancies between the sales volume that was given to us versus the sales volume that appeared on other sales reports distributed by the International division. As we are not involved with the adjustments' reasons or methodology, we can only print data as it is given to us. Therefore, we can only be as accurate as you allow us to be.

Please, lets discuss soon!

GEC/lj

cc - P. McBride
B. J. O'Brien
N. O'Haire
A. Riccardi
B. S. G. Weinstein
J. N. Zoler

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